

How to lodge a DEVELOPMENT APPLICATION

1. Make sure you have 'all' the correct documents completed and named as examples below:



Development Application Form (USB)



Cost Estimate Report



Basix Certificate (if applicable)



Notification Plans



Statement of Environmental Effects



Waste Mgmt Plan (if applicable)



Sediment and Erosion Control Plan



DA Checklist



Bushfire Report (if applicable)

QUICK TIP



Your documents and plans should be accurate, readable and named correctly, adhering to the below rules

Document type
↓
e.g. Owners Consent.pdf

Note: Applications where file names and formats do not comply with these specifications will be charged an additional \$80 fee.

2. All plans are saved as one file in pdf format



Site Plan



Floor Plan



Elevations and Section Plans



Contained in one file

QUICK TIP

Plans should adhere to the below specifications

Orientation: A3 Landscape or A1/A2 for large scale developments

Scale: 1:50, 1:100, 1:200 or 1:500

Resolution: 300dpi

Images: jpg format

3. There are two ways you can lodge your electronic application



or



Online at the NSW Planning Portal
www.planningportal.nsw.gov.au/onlineDA

Saved on a USB stick and handed in at our Customer Service Centres

NEED MORE HELP?

Please contact our DA concierges Mandy Cronin or Carmen Landers on 02 6643 0200